

What is the process that DCCEL goes through to make changes to WAC?

Washington Administrative Code or WAC are the rules by which state law is implemented. DCCEL implements the rules that govern licensed child care facilities. When it becomes necessary to change these rules, DCCEL follows a formal process. The steps of this change process are outlined below:

Rule Development Phase:

- **Step 1 - Public Forums**
The rule making process begins with a series of forums held across the state for child care providers and other stakeholders. The forums give interested parties the opportunity to offer opinions about how the division can improve on the existing WAC.
- **Step 2 - Internal Comments**
Following the provider forums, DCCEL child care policy staff meet with DCCEL licensing field staff to gather comments and opinions about how the existing WAC can be improved.
- **Step 3 - Revising the WAC**
DCCEL child care policy staff incorporate comments and suggestions from the forums into the new rough draft of the WAC.

Review and Implementation Phase:

- **Step 1 – Group Review** After the rough draft is complete, DCCEL child care policy staff review the new version with an appropriate group of content experts usually including providers, DCCEL licensing staff and other interested parties. This review is intended as a check for DCCEL policy staff to ensure that major issues have all been identified.
- **Step 2 – Wide Review** After the new draft WAC is complete, it is posted on the policy review website (on the DCCEL Internet site) for review and comment. Email notification of the draft is sent to as many interested parties as can be reached electronically. A postcard is mailed to all child care providers informing them that a draft is available on the DCCEL Internet site or at their local licensing and Resource and Referral offices.
- **Step 3 – Comment Collection** Comments that add value to the document and are in line with the DCCEL's mission and purpose are then incorporated into the final draft version of the WAC.
- **Step 4 – Formal Review and Public Hearing** The formal rule review process is then initiated. As part of this process, the WAC is again sent to all interested parties for review, and a public hearing is held. Formal comments on the proposed WAC can be submitted during the public hearing.

- **Step 5 - Formal Submission** The final WAC is then submitted to the Office of the Code Reviser.
- **Step 6 – WAC Is Final**
The WAC becomes final 31 days from the date it is received by the Office of the Code Reviser.